US Army Corps of Engineers
Huntington District

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Work Orders & Work in Progress (WIP) Process

Your Instructors

- Stephen Porter – Temp Housing assignments as Action Officer, Mission Specialist, Mission Manager
- Wyatt Kmen – Temp Housing assignments as Mission Specialist, Mission Manager, and SME

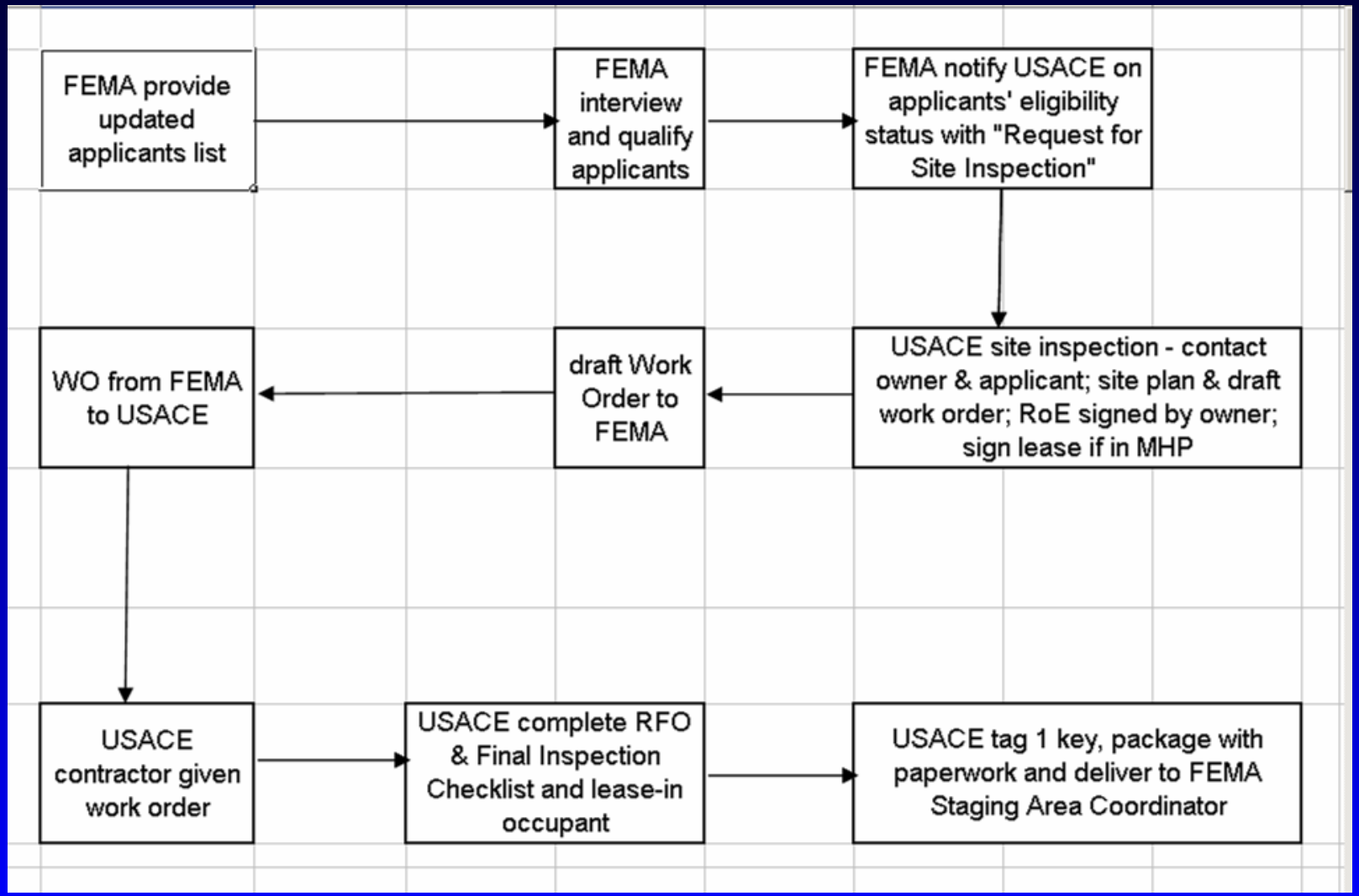
Haul & Install Mission

- SME, Mission Manager, and Action Officer determine team capabilities
- FEMA identifies needs based upon experience with previous disasters, availability of personnel, and capabilities of State and USACE teams
- In coordination with FEMA, determine the specific responsibilities to be assumed by USACE and the State, and those to be maintained by FEMA

Contracting Issues

- Specification formulation
  - We borrowed from FEMA H&I specs
  - Coordination with state and local entities
- Contractor selection
  - Used indefinite delivery contractor
  - Value of competition
- Cost negotiations
  - Unit prices
  - Quantities
  - Mark-ups
  - Change orders

Basic Flow Chart


FEMA provide updated applicants list
FEMA interview and qualify applicants
FEMA notify USACE on applicants' eligibility status with "Request for Site Inspection"
USACE site inspection - contact owner & applicant; site plan & draft work order; RoE signed by owner; sign lease if in MHP
draft Work Order to FEMA
WO from FEMA to USACE
USACE contractor given work order
USACE complete RFO & Final Inspection Checklist and lease-in occupant
USACE tag 1 key, package with paperwork and deliver to FEMA Staging Area Coordinator

Site Inspection Process

- Receive Site Inspection Request (SIR) from FEMA containing necessary contact information
- Contact applicant; make appointment to conduct site inspection/assessment
- Call underground utility locator service
- Compile SIR package with necessary documents:
  - Site inspection request form (from FEMA)
  - FEMA Right-of-Entry (ROE) agreement
  - Landowner's authorization for Ingress/Egress
  - Mobile Home Installation Work Order Form (this will be provided to the contractor)
  - Site Assessment Sketch Sheet
  - Utility Notice (should list names/contact numbers for local utility companies – water/electricity etc.)
  - Formaldehyde Notice
- Determine location of site within floodplain (may not be possible until site visit)

Site Inspection Process

NECESSARY EQUIPMENT

- SIR package
- GPS unit
- Wire flags (or some other way to mark proposed trailer location)
- Sharpie or similar type marker
- Spray Paint (to write house number on asphalt to aid installers)

Site Inspection Process

- Meet applicant (and landowner if different) at site
- Identify specific needs such as requirement for handicap access or any other concerns FEMA may not be aware of
- Locate property boundaries; determine if sufficient space is available to place desired unit
- Determine flood zone based upon most recent FIRM
- Locate and mark required utilities:
  - Water access (tie-in to existing spigot/piping & locate water meter)
  - Sewer access (identify sewer cleanout and/or where sewer lines can be tapped for access
  - Electrical service (where temporary service pole will need to be placed)

Site Inspection Process

- If site is feasible applicant must sign FEMA Right-of-Entry form in order to receive a trailer/mobile home
- If applicant does not own the site the landowner must sign the FEMA Landowner's Authorization form, as does the applicant
- Using wire flags/sharpie, mark utilities and placement of trailer
- Sketch trailer placement on site, showing all utilities and any other information that will assist set-up crews
- If site is in remote or rural area, include distances to nearby landmarks (road intersections, bridges, municipal buildings)
- Record coordinates of site
- Mark site as feasible and denote any special needs on SIR form
- Mark on the FEMA Installation Work Order Form type of site, type of trailer unit, and estimated quantities of materials required
- Give occupant the Utility Notice and advise them to contact

Site Inspection Process

- Unit Type selection will vary – for example the priority here was:
  - Mobile Home, unless in 100-year floodplain or lack of space
  - …then Park Model outside the City limits, unless lack of space
  - …then Travel Trailer inside the City limits, unless ADA Park Model **required**
- Commercial Mobile Home Park – as Government representative, will sign the overall lease for the pads to be rented

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Work Orders & Work In Place (WIP) process

- Mission Specialist/Mission Manager perform QA on completed Site Inspection
  - Paperwork – Rights of Entry, Work Order, Site Plan
  - Floodplain verification
  - Unit selection verification
- Request a Work Order from FEMA – occupant's name, Reg. No., SC No., address, type of unit, verification of Special Needs and floodplain status
- WO Assignment – if unchanged from SIR, turn-around can be quick; changes, while necessary, may cause delays of several days
- QA package consisting of copies of:
  - Rights of entry
  - the SIR
  - SI team's draft Work Order with site sketch
  - FEMA Work Order
  - QA checklist
  - RFO/lease checklist
  - blank RFO form

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Work Orders & Work In Place (WIP) process

- Contractor's package:
  - Rights of entry
  - the SIR
  - SI team's draft Work Order with site sketch
- Staging Area package:
  - the SIR
  - SI team's draft Work Order with site sketch
  - FEMA Work Order
- QAS to check addresses where WO's are issued to verify the utility locates have been performed
- Specific unit decided at the time of pick-up in the Staging Area, in order to optimize maintenance and parking issues

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Work Orders & Work In Place (WIP) process

- Work Order
  - Sent to contractor to haul and install MH/TT
- Ready for Occupancy:
  - Unit has been set up, utilities have been tested, applicant has contacted utilities to have them turned on, unit deficiencies have been corrected, living kits have been provided (FEMA), steps have been installed, etc.
- Lease In
  - FEMA, or designee, leases applicant into unit; conducts unit occupancy inspection, explains housing program, including recertification, to aplicant

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Work Orders & Work In Place (WIP) process

- As completion nears, notify RFO/Leasing Team
- The RFO/Leasing team duties
  - complete the Ready for Occupancy form
  - complete the Final Inspection Checklist, QA Checklist, and RFO/lease checklist
  - lease-in the occupant
  - write the VIN and bar-code numbers of the unit onto the lease
  - return the package with all RFO and lease paperwork and 1 key
- Fax the lease to FEMA/JFO and turn over the package of executed forms to the FEMA Staging Area personnel
  - Lease
  - Rights of Entry
  - Work Order with actual quantities noted & initialed
  - RFO checklist
  - Signed inspection report
  - Key tagged with bar-code

Discussion

- Regional variations
  - Organizational (FEMA, USACE, EPA)
  - Geotechnical
  - Demographic
  - Size of disaster area
- State-by-state variations
- Previous training sessions
- Other lessons learned
- Questions?